

# SUMMONS IN A CIVIL ACTION

## 1. UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN

DOCKET NO: \_\_\_\_\_

V. \_\_\_\_\_

TO: \_\_\_\_\_

-----  
YOU ARE HEREBY SUMMONED and required to file  
with the Clerk of this Court and serve upon:

PLAINTIFF'S ATTORNEY

an answer to the complaint which is herewith served  
upon you, within \_\_ days after service of this summons  
upon you, exclusive of the day of service. If you fail to  
do so, judgment by default will be taken against you  
for the relief demanded in the complaint.

RONALD C. WESTON, SR., CLERK

BY: \_\_\_\_\_

(Deputy Clerk)

DATED: \_\_\_\_\_

(SEAL)

399 Federal Building  
110 Michigan St., N.W.  
Grand Rapids, MI 49503

P.O. Box 698  
229 Federal Building  
Marquette, MI 49855

B-35 Federal Building  
410 W. Michigan Ave.  
Kalamazoo, MI 49007

113 Federal Building  
315 W. Allegan  
Lansing, MI 48933

## RETURN OF SERVICE

Service of the Summons and Complaint was made by me.\*\*\*

DATE: \_\_\_\_\_

Name of Server (print): \_\_\_\_\_ Title: \_\_\_\_\_

CHECK ONE BOX BELOW TO INDICATE APPROPRIATE METHOD OF SERVICE

- ☐ Served personally upon the defendant. Place where served: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion  
then residing therein. Name of person with whom the summons and complaint were left: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Returned unexecuted: \_\_\_\_\_  
\_\_\_\_\_
- ☐ Other (specify): \_\_\_\_\_  
\_\_\_\_\_

3.

## STATEMENT OF SERVICE FEES

TRAVEL  
\$ \_\_\_\_\_

SERVICES  
\$ \_\_\_\_\_

TOTAL  
\$ \_\_\_\_\_

### DECLARATION OF SERVER

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the  
Return of Service and Statement of Service Fees is true and correct.

Executed on \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Server

\*\*\* See Rule 4 of the Federal Rules of Civil Procedure re who may serve a summons

\_\_\_\_\_  
Address of Server

1/96